

# BUSINESS ADMINISTRATION

## [AAS] RECOMMENDED COURSE SEQUENCING

### First

Semester [Fall I]

- BCIS 1110 Fundamentals of Information Literacy Systems [3 Credits]
- BOFT 115 Workplace Life Essentials [3 Credits]
- BUSA 1110 Introduction to Business [3 Credits]
- ENGL 1110 English Composition I [3 Credits]
- MATH 1130 Survey of Math [3 Credits]

TOTAL SEMESTER HOURS: 15

### Second

Semester [Spring I]

- ACCT 2110 Principles of Accounting [3 Credits]
- ACCT 2410 Personal Tax Prep [3 Credits]
- BLAW 2110 Business Law [3 Credits]
- CIS 150 Intro to Spreadsheets [3 Credits]
- MGMT 2110 Principles of Management [3 Credits]

TOTAL SEMESTER HOURS: 16

### Third

Semester [Summer]

- COMM 1130 Public Speaking **OR**  
COMM 2120 Interpersonal Communication [3 Credits]
- MKTG 2110 Principles of Marketing [3 Credits]

TOTAL SEMESTER HOURS: 6

### Fourth

Semester [Fall II]

- ACCT 2120 Principles of Accounting II [4 Credits]
- ACCT 2220 Computerized Accounting [3 Credits]
- BOFT 102 Computerized 10-Key Operations [1 Credits]
- ECON 2110 Macroeconomics [3 Credits]
- ENTR 2110 Small Business Management [3 Credits]

TOTAL SEMESTER HOURS: 14

### Fifth

Semester [Spring II]

- BFIN 2110 Intro to Finance [3 Credits]
- BUSA 2110 Business Communications [3 Credits]
- BUSA 2999 Programmatic Capstone [2 Credits]
- ECON 2120 Microeconomics [3 Credits]
- PHED #### [1 Credits]

TOTAL SEMESTER HOURS: 12

TOTAL CREDITS REQUIRED: 63